

Little Traverse Bay Bands of Odawa Indians

Job Posting - REPOSTED



Job Title: Case Manager

Department: Tribal Court/Judicial Branch

Reports To: Probation Officer

Status: Non-Exempt

Salary Range: \$18.15 – \$25.41 per hour (\$37,759.00-\$52,863 annually)

Level: B-23

Terms: Full-Time

Opens: March 21, 2023

Closes: Until Filled

SUMMARY: The Case Manager primarily assists the probation officer and other court staff with case management for probation clients and participants in specialty court programming. The Case Manager works under the direction and the supervision of the Probation Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Familiarizes self with the area and with persons living within the community.
- The Case Manager will comply with all grant requirements related to grant programs being implemented by the Court.
- The Case Manager will attend trainings relevant to providing services to probation clients and specialty court participants.
- The Case Manager will assist with client transportation as needed.
- The Case Manager will assist with home checks, curfew checks and client contacts.
- The Case Manager will assist with client monitoring, drug testing and the installation of monitoring devices, including SCRAM and GPS.
- The Case Manager will be able to perform chain of custody drug screens from clients, which may include handling urine specimens and administering PBT tests and/or ensure that any third-party testing service follows appropriate chain of custody and observation protocols for drug screening.
- The Case Manager will assist in the evaluation and updating of policies, procedures related to probation clients and specialty court participants.
- The Case Manager maintains probation files and collects probation data as directed.
- The Case Manager monitors and supervises the conditions related to probation and/or bond imposed by the Tribal Court, performs court-ordered client checks and home

visits. The Case Manager will collaborate with Tribal Court staff, LTBB Law Enforcement and Prosecutor's Office to coordinate case management services for court clients.

- The Case Manager will perform outreach to local courts/agencies regarding specialty court programming and probation services as directed.
- The Case Manager will assist with grant compliance by assisting in the preparation of semi-annual and annual reports under the guidance of the Specialty Court Coordinator/Probation Officer.
- The Case Manager will represent the LTBB Tribal Court in a respectful and professional manner at all times, even outside of work hours.
- The Case Manager will adhere to the strict confidentiality laws of 42 CFR and 45 CFR when it comes to all court clients.
- The Case Manager will adhere to the LTBB Tribal Court Employee Handbook and the Tribal Court Employee Code of Conduct.
- Complete 5 in 15 weekly by Monday at noon.
- May be required to work some evenings and weekends as dictated by the Court docket.
- Essential job duties may evolve and/or change as approved by the Chief Judge.
- The Case Manager will perform other duties may be assigned as necessary.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: An Associate's Degree in a relevant field is preferred. In the alternative, a high school diploma with a writing sample demonstrating acceptable writing skills and experience working with a court is required. All candidates must have a knowledge, understanding, and experience working closely with issues related to substance abuse/abuse disorders and up-to-date knowledge of the latest in recovery. A complete knowledge and demonstrated experience in the area of inter-personal communications is a must. An excellent work history with supporting references are required. A working knowledge of Microsoft Office Suites is required. A high ethical sensibility and history is mandatory in this position.

KNOWLEDGE, SKILLS AND ABILITIES: To perform this job successfully, an individual should demonstrate the following skills: knowledgeable and respectful of Native culture and sensitive to cultural differences. Must possess working knowledge of the dynamics of domestic violence, sexual assault, dating violence, stalking, and dating violence. Must have a driver's license and the ability to transport clients, children and offenders.

ETHICS FOR TRIBAL COURT STAFF: Must maintain strict confidentiality of Tribal Court proceedings, records and documents. Must remain above the political influences in the Tribal community. Must maintain impartiality of the Tribal Court. Must treat everyone with dignity.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable by the Tribe's insurance carrier for duration of employment.

COMMENTS: Indian preference will apply. The Court is a drug-free employer. Individuals must be able to pass random drug screening and a drug screening at hire. Individuals must pass a thorough background investigation.